

City of San Rafael
Job Classification Specification

Job Title: Parks Superintendent

SUMMARY

Under general direction, provides overall supervision of the Parks Division, including the day-to-day supervision of personnel and activities involved in the maintenance, repair, improvement, and cleaning of parks, City trees, street medians and parkways, Downtown District improvements, sports fields, open space vegetation, swimming pools, graffiti, recreational areas, and related facilities.

SUPERVISION EXERCISED:

As Parks Superintendent, this classification supervises the Park Supervisors who are accountable for an assigned area within the Parks Division. This position reports to the Deputy Director of Public Works.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Develops work standards and deploys a work force of multiple supervisors and full time positions.
- Provides division priorities and coordinates the schedules of division operations.
- Designs and oversees in-house improvements to existing facilities.
- Participates in the design of new and the rehabilitation of related City facilities.
- Operates and coordinates a maintenance management system.
- Assists the Department with annual and long-range plans.
- Assists in the development of the Parks Division Budget and monitors Division expenditures.
- Develops and oversees contracted maintenance work.
- Oversees the inspection of contract construction of new and renovated facilities in accordance with industry specifications.
- Performs the administrative work of the Division.
- Develops, enforces, evaluates and maintains safe work practices and conditions to conform to local, state and federal regulatory agencies.
- Prepares oral and written reports for the department and represents the Division at Park Commission and related public meetings.
- Coordinates Division personnel during emergency operation of the Department.
- Selects, trains, motivates, disciplines and evaluates Park personnel.
- Performs related duties as required.

Knowledge of:

- Principles and practices of management
- Selection, appraisal, and motivation of employees
- Work planning and control including estimating and inspection
- Methods, materials and equipment for the design, construction and maintenance of landscaped and recreational areas and facilities.

Ability to:

- Supervise multiple work units through subordinate supervisors
- Establish and maintain effective working relationships with others
- Communicate tactfully and effectively with the public
- Identify requirements, procedures, and deficiencies in landscape maintenance including pruning, diseases, growth, and aesthetics
- Maintain records and prepare reports
- Design and review designs for landscaping and irrigation systems
- Operate a PC and related software

- Address and resolve with the public, park related issues and problems
- Plan, organize and control short and long term Division accountabilities
- Work safely in potentially hazardous conditions.

EDUCATION AND/OR EXPERIENCE:

Equivalent to graduation from college with a major in Landscape Architecture, Horticulture, Park Management or a related field or four years of progressively responsible experience in landscape maintenance and construction including at least two years in a lead capacity.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid California driver's license. Valid CA pesticide advisor's or applicator's license. Certified Arborist from ISA

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works in indoor conditions and frequently works near video display. The employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.

FLSA Status: Exempt
Prepared By: Nash and Co.
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